



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, UNITED STATES ARMY TRAINING CENTER AND FORT JACKSON  
FORT JACKSON, SC 29207

REPLY TO  
ATTENTION OF:

ATZJ-EO

MEMORANDUM FOR Equal Opportunity Leader Course Candidate

SUBJECT: Equal Opportunity Leader Course (EOLC)

1. As the Installation Equal Opportunity Advisor, I would like to welcome you to the Fort Jackson Equal Opportunity Leader Course. This program is designed with you in mind. You will gain valuable knowledge and acquire the tools necessary to assist your commander with his/her Equal Opportunity (EO) Program.
2. You were selected by your commander/directorate to be his/her assistant in implementing the EO program within your unit. You must understand from the beginning that this program is the Commander's program. You must have his/her backing for the program to be viable and productive. The 7-day training you receive will give you many of the necessary tools and knowledge to perform your important task. Although your job as an Equal Opportunity Leader (EOL) will be an additional duty, you must keep abreast of what takes place within your unit. This helps you to establish credibility through demonstrated professionalism.
3. The EOLC will probably be different from most of the training you are familiar with. You will learn the basic facets of the program in a classroom setting; however, you will also share and gain knowledge through group discussions, practical exercises, and experiences.
4. This is a 7-day course, for location please check with your EOA advisor or call the number below. Your uniform during the course will be duty uniform and each day will begin promptly at 0745 hours and end at approximately 1700 hours. Please ensure you have a printed copy of AR 600-20, dated RAR 27 April 2010, writing material, and a 1" binder. Lastly, don't forget to bring your "open mind". I look forward to seeing you in class. If you have any questions prior to the course, please contact me at (803) 751-7163.
5. I strongly urge everyone to become involved from the very beginning and keep up on a daily basis. You will get out of the course what you put in to it. The EO Office is a resource designed to assist you; instructors/facilitators are available before and after each class. Upon graduation you will become part of the team making Equal Opportunity a reality. Good luck in your endeavor.

"Original Signed"  
CHANLEY P. PICKARD  
MSG, USA  
Chief, Equal Opportunity Staff Office